

**MINUTES OF SWIMMING POOL MAINTENANCE**  
**SERVICES CONTRACT PRE-PROPOSAL**  
**VIRTUAL CONFERENCE HOSTED BY THE US EMBASSY NAIROBI**  
**Solicitation Number 19KE5020Q0021**  
**July 28, 2020 AT 11:00 AM**

Embassy members present: Aisha O’Neal (Contracting Officer -C.O); Eric Kamau (Contract Specialist- C.S.); Dan Okumu (Procurement Supervisor); George Mimba (IT Systems Administrator);

9 representatives from 9 prospective bidder companies were present.

**Introduction**

1. Vendors signed into the virtual WebEx meeting.
2. The Contracting Specialist started the meeting by welcoming the offerors and introduced all Embassy attendees and established the ground rules, indicated that all microphones should be muted, and all questions be posted in the chat box.

**The Solicitation Process**

3. A pre-solicitation conference (Webex) was held for Swimming Pool Maintenance Services 19KE5020Q0021. O’Neal, A. provided the conference introduction. Also provided was an explanation of the purpose which was to ensure prospective offerors understood the significant solicitation requirements and provide instructions for official question submissions. Participants were informed all contractual written questions should be submitted to the CO in writing, at this email [NairobiGSO-Contracts@state.gov](mailto:NairobiGSO-Contracts@state.gov) by July 29, 2020 by 1630 and that responses pertaining to the contract will be disseminated to all offerors electronically along with the meeting minutes on August 3, 2020 by 1600.
4. Kamau, E. provided the provided the project overview, solicitation guidance, and a comprehensive review of the solicitation process. Specifically, he called attendees attention to the following sections of the solicitation document:

**Section 1- The Schedule**

5. Instructions on populating SF 1449 (12,17,19-24, 30a, 30b, 30c)
6. Project deliverables (pg. 9)
7. Discussion on project: schedule; scope; period of performance; pricing table; solicitation description; scope of work; delivery requirements; expectations; and terms and conditions
8. Discussion on Appendices 1 through 5 and significance.

9. Discussion regarding Quality Assurance & Surveillance Plan; Complaints & Procedures; COR verification & Role
10. Addressed significance of minimum & maximum amounts and pricing table requirements. (pg. 12-19)

#### Section 2- Contract Clauses

11. Discussion on contract clauses (pg. 25); option to extend terms explanation and maximum contract period; many were addressed, specially explained was new Zadroga Act implementation and Human Trafficking
12. SAM registration importance and instructions
13. Order limitations (pg. 32)
14. IDIQ's (pg.32-33)
15. Discussion regarding payment procedures; invoice submission; credits; refunds; VAT processing; any payment related questions to be sent to NairobiPayables@state.gov.

Explanation of COR designation (pg. 38-39)

#### Section 3- Solicitation Provisions

- Explanation of solicitation provisions and requirements (pg. 42-44) – attendees were instructed not to simply use the boiler plate tender submissions. Provide responses to the solicitation provisions.
- Provided submittal requirements instructions; reminded to provide an original + 2 copies (technical and price proposals) separately in a sealed envelope indicating Solicitation Number 19KE5020Q0021; also reminded technical documents may have identifiable markings but should not have any pricing information.

#### Section 4- Evaluation Factors

- Discussion of the evaluation criteria; reminded of the summary of instructions Section 3 (pg. 42); the evaluation factors (pg. 47) that will form part of the technical selection criteria.

#### Section 5- Offeror Representations and Certifications

- Discussion of representations and certifications; Reminded bidders to pay attention to areas in this section requiring input such as SAM registration status.

Next, the C.S. reminded attendees of the RFQ submission date. He discussed the importance of full adherence to the process. He also discussed the site visit instructions and requirement for vendors interested to participate in the site visit to submit their request and details by July 29, 2020. Any issues that arise from the site visits will be documented and addressed by the technical team.

Questions and Answers would be posted on the Embassy's website on August 03, 2020.

The conference adjourned at 1150 hours.